

ASSISTANT CITY AUDITOR

NATURE OF WORK

This is responsible accounting and supervisory work assisting the City Auditor in the administration of the Auditing Division.

Work involves responsibility for performing a variety of accounting tasks freeing the City Auditor for carrying out higher level responsibilities. Work includes assisting in the maintenance of accruals for various revenues and expenditures, inventory records, fixed asset records and other financial data; controlling the input and output from the City's financial information system (FAMIS); and acting as a liaison between the users of the City's financial information and payroll systems and Information Services personnel. Work requires considerable independent judgment and application of the latest principles of governmental accounting in the performance of broad accounting and administrative functions. General supervision is received from the City Auditor. Supervision is exercised over subordinate professional and clerical employees.

EXAMPLES OF WORK PERFORMED

Assists in establishing and maintaining accruals of various revenues and expenditures, inventory records, fixed asset records and other financial data.

Assists in the preparation of periodic financial reports and worksheets.

Establishes and reviews internal control procedures throughout various City departments.

Monitors the format and accuracy of reports and tables from the FAMIS system and devises logical procedures to solve problems.

Supervises the structure and operation of the Budget System (BPREP) controlling the input and output, including budget worksheets, prior and current year data, input of requested budgets, and interface with FAMIS.

Monitors audit and control totals with the daily transaction reports.

Recommends system modifications and enhancements for the City's financial, payroll and budget systems.

Acts for City Auditor in his/her absence.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern theory, principles, methods and practices of governmental accounting and auditing.

Knowledge of the laws, ordinances and other fiscal regulations governing municipal financial matters and accounting of funds.

Knowledge of the principles of public administration with particular reference to municipal finance administration.

Ability to analyze and evaluate accounting and auditing problems and to develop and recommend effective corrective measures.

Ability to properly interpret and make decisions in accordance with laws, regulations, and policies.

Ability to interpret and evaluate computer printouts and to make corrections in format.

Ability to coordinate, assign and supervise the work of professional, technical and clerical subordinates.

Ability to instruct and train subordinate employees.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, business or public administration or related field; and professional experience in governmental or business accounting or auditing work, plus some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in accounting, business or public administration or related field; and some experience in governmental or business accounting, or auditing work or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

1/83
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